fdms.gov

Your Agency's Docket Management System

FDMS Version 4.9.1
Release Notes

Release Date: September 26, 2015

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Contents

Release Summary

In order to meet new Government system security requirements, FDMS 4.9.1 was released on September 26, 2015 to ensure eRulemaking user accounts (including Windows, VPN, and Unix accounts) meet those requirements.

The requirements addressed include the following:

1) User accounts are automatically locked after 30 days of non-use (inactivity). Self-activation will not be permitted and accounts must be unlocked by an Agency Administrator.
2) Minimum and maximum lifetime password restrictions of 1 Day minimum and 60 Day maximum. Users will receive an email 10 days prior to password expiration reminding them to reset their password. Expired password must be unlocked by an Agency Administrator.
3) Prohibits password reuse for 24 generations. Users cannot reuse any of the past 24 passwords when they reset their password.

Agency Administrators now hold the first level of responsibility for user access. All users must contact their Agency Administrator for FDMS account access and password resets. If users contact the Help Desk, they will be provided with the contact information for the Agency Administrator.

Accounts Locked after 30 Days of Non-Use

- If a user does not login for 30 days, the account will be locked and the user will not be able to login.
- In order to have their account reset, the user must contact an Agency Administrator.
  - If the user does not know who their Agency Administrator is, they can call the Help Desk to attain Agency Administrator contact information.
- An Agency Administrator cannot unlock other Agency Administrator accounts or their own. In order to have an Agency Administrator account reset, an Agency Administrator must contact the Help Desk.

NOTE: If a user has not logged in for 60 days, then that user will also need to reset their password. This is explained further in the next section – *User Minimum and Maximum Lifetime Password Restrictions*.

- The Agency Administrator can reset an account from 2 places in FDMS 3:
  - The Lockout Tab
    - From the Lockout Screen, the Agency Administrator will select the reset button and submit.
    - If the account meets the criteria for the 30 day lockout, the account status will show as "Locked".
    - There is a message at the top of the screen explaining the status.
    - The reset will unlock the account so the user can log back in.
    - The user receives an email that the account has been reset by an Agency Administrator and their password was not reset.
    - The user can log back into the system immediately.

Figure 1 - Lockouts Tab where Agency Administrators can Reset Accounts that are Locked Out after 30 Days Non-Use
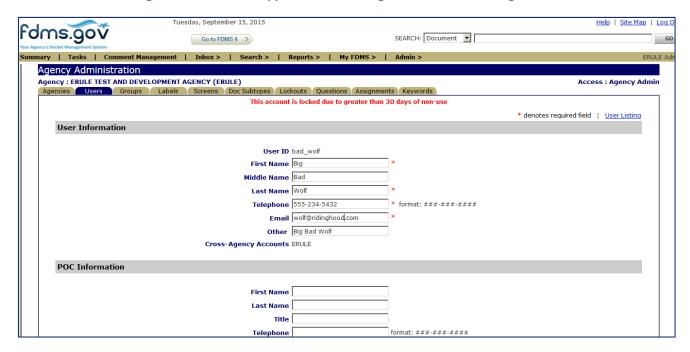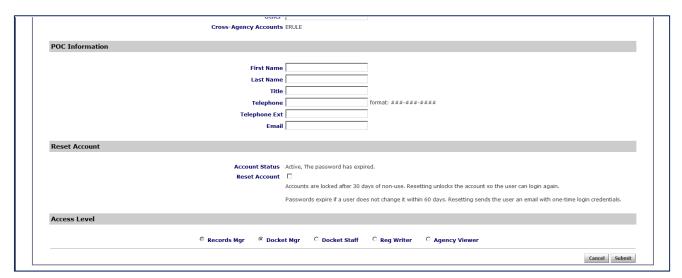

Agency Administration

Agency : ERULE TEST AND DEVELOPMENT AGENCY (ERULE)   Access : Agency Admin

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Accounts are locked after 30 days of non-use. Resetting unlocks the account so the user can login again.
Passwords expire if a user does not change it within 60 days. Resetting sends the user an email with one-time login credentials.

Number of Rows to Display [25 ▼]

Login ID ▼▲	Last ▼▲	First ▼▲	Middle ▼▲	Status ▼▲	Last Login Date ▼▲	PW Expired Date ▼▲	Reset
353new123	dwqd	dwed	dwqd	Locked, PW Expired	2011/10/03 21:49:04	2014/04/28 19:46:14	☐
addnew12	New1	Add		PW Reset in progress	2012/03/21 13:17:53	2014/04/28 19:46:14	☐
bad_wolf	Wolf	Big	Bad	Locked	2014/06/05 11:32:16		☐
blogger_mara	Mara	Blogger		PW Expired	2015/09/15 12:59:10	2015/05/12 14:49:48	☐
blogger_mara123	Mara	Blogger		Locked, PW Expired	2015/05/12 11:16:47	2015/05/12 15:28:16	☐
erule_629prod	test	erule		Locked	2013/06/29 14:40:20		☐
erule_629prod_to_delete	test	erule	middle updated	Locked	2013/06/29 14:41:44		☐
erule_629prodtest	Test	erule		Locked	2013/06/29 18:32:42		☐
erule_ds	Staff	Docket		Locked	2014/03/27 15:33:18		☐
erule_mm	ss	SS		Locked	2013/06/29 20:22:42		☐
erule_rm	Manager	Records		Locked	2014/01/24 17:37:14		☐
erule_rw	Writer	Rule		Locked	2015/07/15 15:12:23		☐
erule_vw	Viewer	Agency		Locked	2015/02/24 16:20:46		☐
eruledm1	Helpdesk	ERULE		Locked	2014/05/29 23:32:25		☐
eruleregwriter	regwriter	erule		Locked	2012/02/09 21:58:58		☐
eruletestdm	DM	eruletest		Locked	2014/04/24 14:21:43		☐

  - The User Profile

- From the Lockout Screen, the Agency Administrator will select the reset button and submit.
- If the account meets the criteria for the 30 day lockout, the account status will show as "Locked".
- There is a message at the top of the screen explaining the status.

Figure 2 - User Profile Upper Screen Showing Account Status Message

- The Reset option will unlock the account so the user can log back in.
- The user receives an email that the account has been reset by an Agency Administrator and their password was not reset.
- The user can log back into the system immediately.

Figure 3 - User Profile Lower Screen Showing Reset Account Section

CHANGE IN CURRENT FDMS 3 BEHAVIOR: Currently in FDMS 3, an Agency Administrator can reset a user's password to something specific through the User Profile. This functionality was identified as a security issue because that password is not "secret" to the user at that point. Therefore, the ability for an Agency Administrator to change a user password to something specific was removed. Instead, the Agency Administrator can use the "Reset Account" functionality on the user profile at any time which will send the user an email with a validation link to reset their password.

User Minimum and Maximum Lifetime Password Restrictions

- Users are not able to change their password more than once within a 24 hour period.

Figure 4 - Minimum Lifetime Password Restriction Message

- Users must change their password within 60 days or they will be locked out of the system and they will not be able to reset their own password; an Agency Administrator must reset an account with an expired password.
  - Users receive an email 10 days before their password expires explaining their password will expire soon.
- In the Lockouts tab, these accounts will show as "PW Expired".
- There is a message at the top explaining what each status means.

Figure 5 - Lockouts Tab Where Agency Administrators Can Reset Accounts that Are PW Expired

- When an Agency Administrator resets these accounts, the users will receive an email with a validation link.
  - Clicking the validation link will direct users to a screen where they can reset their password.

Figure 6 - Reset Password Screen Where User Will Enter a New Password

- Accounts will show with a status of "PW Reset in Progress" after the Agency Administrator resets the account but the user has not yet clicked the validation link in the email to reset their password.

Password Reuse Restrictions

- Users cannot reuse any of the past 24 passwords when they reset their password.
- If they enter one of the last 24 passwords, they will get a message informing them that they have to choose a different password because this was one of the last 24 password used.